

REQUEST PAYMENT PLAN

Introduction

This section of the document will show how an authorized user can submit a request for payment plan. If an employer has outstanding debt and is unable to pay the full amount due, the employer can request for a payment plan. This will allow the employer to pay the debt in installments, though interest will continue to accrue. Upon submission of the request, authorized DUA staff will review the payment plan and approve or deny the request and you will be notified of the decision.

Step-by-Step Instructions:

1. Navigate to the payment home page, using the instructions in the section - 'Navigating to Payments'.
2. Click on the link 'Request Payment Plan'. The following page will appear. Click on 'New' to request a payment plan.

NOTE: Staff users also have the ability to block an employer from requesting payment plans. If you wish to do so, proceed to step 12.

3. The following screen will appear. Select the requested information using the radio buttons and click 'Next' to continue.

4. The following screen will appear. Enter an explanation for the payment plan request and specify the payment terms as available in the drop-down menus. Click 'Next' to continue.

Change Password | Logoff * Indicates Required Field

Employer Home

FAQ/Contact Us

Workflow - My Inbox

Account Maintenance

Benefit Charge Activities

Collections

Correspondence

Employment and Wage Detail Reporting

History

Payment Information

- Cancel Payments
- Payment Account Summary
- Search Payments
- Request for 940 Certification
- Request Payment Plan**

User Maintenance

Employer Information

Employer Account Number: 1001 Employer Name: TEST CORP

Amount of Unpaid Debt: [Click here to review debt details](#)

Explanation

Provide a written explanation of the reason for the request for a payment plan.

Terms

Down Payment: 25% * Payment Frequency: Monthly *

Duration: 4 Months * Enter Payment Date (within 30 days): *

[Previous](#) [Next](#) [Cancel](#)

Enter payment terms in this section.

ment plan generated by the system, based on the payment terms entered in the previous step displayed. (as shown below)

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Finalize Payment Plan

By selecting Submit, you agree to pay the terms for Payment Plan as listed below. Continued and timely payments will hold the debts below from being referred to Collections.

All payments must be received on or prior to the due dates listed or the debt may be sent immediately to Collections. Downpayment to initiate payment plan is due immediately. Payments received after entering into the payment plan agreement will be used to retire any new debt accumulated on the account prior to retiring debt included in the payment plan.

The installments on this payment plan include an estimation of the interest which may accumulate on the principals. If interest remains on this debt at the end of the payment plan, you will have until the following date to resolve it: **2/28/2010**.

Amount of Unpaid Debt included in the Payment Plan: **\$6,376.00**

[Click here to review debt details](#)

Projected Interest for the plan: **\$86.85**

Payment Plan total would be estimated at: **\$6,462.85**

The downpayment due now at 25% is: **\$1,594.00**

Payment Plan Schedule

Date	Amount
10/31/2009	\$1,217.21
11/30/2009	\$1,217.21
12/30/2009	\$1,217.21
1/30/2010	\$1,217.21
2/28/2010	Remaining Amount

☐ By checking here you agree to the terms of the plan as shown above

If the options for the terms of the payment plan are not acceptable, [select here to request a custom plan](#)

[Previous](#) [Next](#)

Downpayment, Interest rate and total amount displayed here.

The monthly payment schedule is displayed here.

Check this box before clicking 'Next'.

IMPORTANT: Click here to request a custom plan.

- Click 'Next' to continue. If you wish to make any adjustments to your plan, click 'Previous'. Alternatively, the system also allows the user to request a custom payment plan. For additional instructions on this option, proceed to step 9.

7. The following screen will appear, displaying the addresses where all correspondences related to the payment plan will be sent.

Change Password Logoff											
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information <ul style="list-style-type: none"> ▶ Cancel Payments ▶ Payment Account Summary ▶ Search Payments ▶ Request for 940 Certification ▶ Request Payment Plan User Maintenance	<div> Employer Information Employer Account Number: 100 Employer Name: TEST CORP </div> <div> Address Details Select the address you would like to send the Payment Plan Agreement and other correspondences to. </div> <table> <thead> <tr> <th>Send To</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td> Legal Address: BOSTON, MA 02116 United States Of America </td> </tr> <tr> <td><input type="radio"/></td> <td> Mailing Address: Boston, MA 02116 United States Of America </td> </tr> <tr> <td><input type="radio"/></td> <td> Physical Address: BOSTON, MA 02116 United States Of America </td> </tr> <tr> <td><input type="radio"/></td> <td> other Attention: <input type="text"/> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="MA - Massachusetts"/> Zip Code: <input type="text"/> Country: <input type="text" value="US - United States Of America"/> </td> </tr> </tbody> </table> <div> <input type="button" value="Previous"/> <input type="button" value="Submit"/> </div>	Send To	Address	<input type="radio"/>	Legal Address: BOSTON, MA 02116 United States Of America	<input type="radio"/>	Mailing Address: Boston, MA 02116 United States Of America	<input type="radio"/>	Physical Address: BOSTON, MA 02116 United States Of America	<input type="radio"/>	other Attention: <input type="text"/> Address Line 1: <input type="text"/> Address Line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="MA - Massachusetts"/> Zip Code: <input type="text"/> Country: <input type="text" value="US - United States Of America"/>
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8. Click on 'Submit' to complete the process.

9. If you selected to enter a custom plan in step 6, the following page will appear. Enter your requested payment terms in the box and click 'Next' to continue.

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Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information <ul style="list-style-type: none"> ▶ Cancel Payments ▶ Payment Account Summary ▶ Search Payments ▶ Request for 940 Certification ▶ Request Payment Plan User Maintenance	<div> Employer Information Employer Account Number: 100 Employer Name: TEST CORP </div> <div> Custom Payment Plan Request The Payment Plan request will be submitted to Staff for review when you select 'Submit' after selecting an address on the next screen. You will be notified of the decision. The plan will estimate the amount of interest you will owe. This will be calculated based on the downpayment, the frequency of payments, and duration of the payment plan. </div> <div> Amount of Unpaid Debt included in the Payment Plan: \$6,376.00 Click here to review debt details </div> <div> Projected Interest for the plan: \$86.85 Payment Plan total would be estimated at: \$6,462.85 The downpayment due now at 25% is: \$1,594.00 </div> <div> Please provide a reason the standard plans are not acceptable. Include the following terms for your request for the custom plan. <ul style="list-style-type: none"> • what you can pay for a downpayment • how often you can submit a payment • how much of a payment you would make • how long you would like the plan to be <div> <input type="text"/> </div> </div> <div> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>	

10. The screen shown in step 7 will appear, displaying the address information where all correspondences related to the payment plan will be sent. Click 'Next' to continue.
11. The following confirmation will appear, summarizing your payment plan. The process for requesting a payment plan is complete.

Change Password Logoff	
Employer Home FAQ/Contact Us Workflow - My Inbox Account Maintenance Benefit Charge Activities Collections Correspondence Employment and Wage Detail Reporting History Payment Information ▶ Cancel Payments ▶ Payment Account	Employer Information
	Employer Account Number: 100 Employer Name: TEST CORP
	Payment Plan Request Confirmation
	Payment Plan Request Number 500000076 has been submitted. To activate the payment plan the downpayment must be received. Based upon completion of the plan requirements the following terms will apply.
	Date Requested: 10/20/2009 Requested By: zz529
	Payment Plan first payment: 10/31/2009 Payment Plan first payment: \$421.43
	Payment Plan completion: 10/28/2010 Downpayment amount: \$1,594.00
	Staff will review your request and notify you of a decision.